

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 7, Issue 7

October, 2002

A New Season For SHARP

By: Duncan Friend, SHARP Upgrade Project Director

The leaves are beginning to turn, and each morning the weather seems a little cooler, the breeze picking up as people wind their way across the parking lot to file into the Landon State Office Building here in Topeka. A sign of the seasons changing? For the members of the SHARP upgrade team, it has another meaning. System Test is here!

The first major milestone of the project to upgrade the State's HR/Benefits/Payroll system is close upon us, and project team members across the Department of Administration have been working hard to complete tasks in several major areas by the November 1 deadline for the beginning of the System Test phase of the project. The purpose of this phase is to take the new version of the software with all modifications in place and put it through its paces on the new platform, using a full snapshot of production data from late summer that has been converted to the new database for SHARP 8.0. The team will be working on a daily basis to rigorously test the system and identify, fix, and re-test problems and resolve issues in preparation for implementation next summer. This phase of intensive testing and review will last close to six months and is planned for completion in April, 2003.

Preparation for System Test began in early June, and is divided into six major activities: 1) Reworking/revising program modifications to the current system where required to move them forward to the new system; 2) Configuring the new features of the system – like workflow and self-service - and making minor modifications to the new software where needed; 3) Preparing the new platform, which in this case includes many changes related to PeopleSoft's move from a client-server to Internet-based technical architecture in 8.0; 4) Preparing a limited set of security/signons to allow internal users wide ranging access to test the system; 5) Performing a "mock" (practice) conversion of all the data from the current version of the system to the new

SHARP Upgrade User Meetings

Topeka - Nov. 07 Memorial Hall Auditorium (9:00 am-Noon)
Nov. 19 Memorial Hall Auditorium (1:00 pm-4:00 pm)

Salina - Nov. 14 Highway Patrol Training Center Auditorium
(1:00 pm—4:00 pm)

Wichita - Nov. 20 Wichita State Office Building
SRS Conference Room 3080 (1:00 pm—4:00 pm)

Register at <http://da.state.ks.us/ps/subject/update.asp>

Continued on page 2

Inside this issue:

Payroll Processing Schedule 2

W-2 Process Change 3

November Payroll Processing 4



A New Season For SHARP continued

version; and 6) Preparing test conditions and test scripts that the project team will use to test various types of transactions and processes in the new system and verify that they produce results identical to the current production version of SHARP.

Whew! Most team members are working part-time on the project in addition to their regular duties and, as you can see, they've been very busy! Besides the activities listed above, work on many other facets of the project is proceeding in parallel, including the development of a number of on-line training modules for SHARP users and plenty of work to get the word out on the new system via change management activities.

One of the first fruits of the change management effort will appear this fall, in the form of the agency informational meetings scheduled at various locations around the state in November. Representatives from the project's steering committee and I plan to share in the presentation at each meeting, and I look forward to getting the chance to meet many of you and hear your questions and comments. It will also provide a chance for you to meet or get reacquainted with some of the project team members who will be presenting, along with learning more about what we've been doing to date, where things are headed, and ways in which we need your help!

One of the best parts of managing the upgrade project is getting to work with the many dedicated people both here in the Department of Administration and across the State who work with the SHARP system on a daily basis. You, too, are an important part of our project team, and we will need your input and assistance in many ways to make this phase of the project a "winning season."

Duncan Friend is the project manager for the SHARP upgrade to PeopleSoft v8.0. For the last four years, he has served as Manager of Internet Services for the Department of Administration. He can be reached at duncan.friend@state.ks.us, or 785.296.8134.

Bi-Weekly Payroll Processing Schedule - January – June

The payroll processing schedule for January through June, 2003 has been issued in Informational Circular 03-P-013. The circular contains the key deadlines for both on-cycle and off-cycle schedules. The circular is available on the Division of Accounts and Reports' web site at <http://da.state.ks.us/ar/infocirc/fy03/ic03p013.htm>.

ATTENTION !

**Stay Up-to-Date on the Latest Information About the SHARP Upgrade
by Signing Up for the SHARP Information List at:
<http://da.state.ks.us/SHARP/infolist.htm>**

Please Inform All SHARP Users About This Important List !



W-2 Process Change

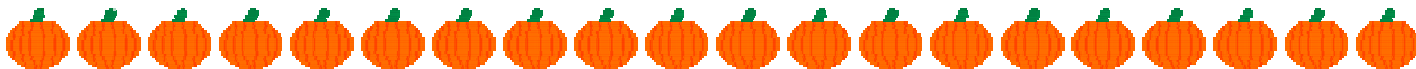
The SHARP Upgrade Project Team has been reviewing various custom processes to find ways to reduce programming costs and staff time required for updating and maintaining the custom programs. Based on this review, a decision has been made to use the standard W-2 process in our human resource/payroll software. This change will be implemented in SHARP v7.02 for calendar year 2002 as well as in SHARP v8.0 for calendar year 2003. The three changes noted below will result from changing this process.

Form Appearance – The elimination of the W-2 custom process will require the use of a standardized W-2 form that meets system specifications. This W-2 form will look substantially different from the custom form used in the past. The one-page, four-part form will be pressure sealed. The four parts to the W-2 form will provide the employee with four copies of the W-2: one copy to be used for federal taxes, one copy for the employee to keep, and two copies that can be used for state or local taxes. A sample copy of the 2002 W-2 was attached to Payroll Informational Circular 03-P-014. The sample copy can be viewed on the Division of Accounts and Reports web site located at <http://da.state.ks.us/ar/infocirc/fy03/ic03p014.htm>.

W-2 Mailing Address – The new W-2 process will use an employee's mailing address located on the SHARP Personal Data 1 panel as the mailing address for the W-2. If the employee has no mailing address, then the employee's home address will be used for mailing the W-2. In the past, home address was always used for the W-2 form. Since the majority of employees do not have a mailing address and the home address will continue to be used when the mailing address is blank, this change does not affect a large number of employees. On October 18, 2002, the Payroll Section of the Division of Accounts and Reports sent agencies a listing of their employees who have a mailing address. Each agency was asked to verify the mailing address information with their employee records and make any necessary changes by December 20, 2002. Not all agencies have employees with mailing addresses; therefore, some agencies will not receive a listing.

Earnings Summary - The W-2 form used in the past provided the employee with an earnings summary that showed calculations for federal, state, social security, and Medicare grosses. The earnings summary is not available using the standard functionality provided by our software. The on-line payroll report KPAY318 is available to agency personnel/payroll staff and may assist you with answering employee requests for more detail regarding their W-2 amounts. This report is available through SHARP using the path Go / Compensate Employees / Maintain Payroll Data U.S. / Report / Year To Date Balances. Employee ID and year are required to run this report. There will be an informational circular released at the time of the mailing of the 2002 W-2 forms that will provide your agency with an explanation of calculations to assist you with employee inquiries.

Questions regarding these changes can be directed to Sunni Zentner, of the Division of Accounts and Reports' Payroll Section, at (785) 296-7058.



November Payroll Processing Sched-

Due to Veteran's Day and the Thanksgiving holidays, key dates have been changed for the payroll processing schedules in November. The Division of Accounts and Reports' Payroll Section has recently issued Informational Circular 03-P-016. This circular details the changes made to the normal payroll processing schedules. This circular is available on the Division's web site at <http://da.state.ks.us/ar/infocirc/fy03/ic03p016.htm>.



SHARP Customer Service Web Page:
<http://da.state.ks.us/sharp>

PeopleSoft 8.0 Free Pre-Class Tutorial
<http://www.psknowledgecenter.com/af/peoplesoft/my/free.html>

SHARP-SHOOTER

is published by the Statewide Human Resource and Payroll Project. This publication is designed to inform state agencies and their users about the status of SHARP.

Project Director
Duncan Friend

Sponsors:
Bobbi Mariani, Director DPS
Dale Brunton, Director A&R
Bruce Roberts, Director DISC

Contributors:
Duncan Friend
Cecil Stout

Comments and articles should be directed to :
Doug Quinn
SHARP Project
Landon State Office Building
900 SW Jackson St.
Suite 751-S
Topeka, KS 66612-1234
(785) 296-4886
Fax (785) 296-1168
Email: douglas.quinn@state.ks.us